

JOB POSTING
Program Director
November 1, 2012

Ministry with Community ("MwC") is seeking a dynamic and dedicated Program Director to oversee all program/service provision at the agency including social work, front desk/security, employment support and educational activities/classes (excluding the meal program). The Program Director must be committed to the mission and core values of the organization and ensure that they are reflected in all services. The Program Director reports directly to the Executive Director and, as a member of the senior management team, will work to support and inform fundraising, community relations, and operations. This position is also responsible for the tracking and reporting of services provided as well as developing new metrics, measurement tools, and goals.

Essential functions

- Directly supervise social work team, front desk manager, recovery support staff, and van driver
- Measure and report institutional effectiveness
- Ensure that programs operate within budget
- Act as MwC's contact for partner agencies and programs
- Responsible for strategic program development and improvement
- Address member concerns/complaints with programs/services/staff
- Collaborate/coordinate with non-program staff
- Act as liaison to Programs Committee

Core Competencies

- Ethics and values – adheres to and acts with an appropriate and effective set of core values and beliefs
- Integrity and trust– direct, truthful, trusted, altruistic individual who admits mistakes and keeps confidences
- Composure – mature, non-defensive, stable in unexpected circumstances
- Decision quality – uses analysis, wisdom, experience and judgment to make good decisions
- Organizing – marshal resources and multiple activities to accomplish goals effectively and efficiently
- Planning – sets objectives and goals to break out scope, processes and schedules; anticipatory and evaluative
- Priority setting – focuses on critical goals and eliminates roadblocks
- Process management – organize efficient work flow, knows what and how to measure work
- Dealing with ambiguity – shift gears, handle risk and uncertainty, cope with change
- Independent – able to set own goals, self-motivated, takes ownership of responsibilities
- Effective communication – subordinates, senior management, other agencies
- Managing and measuring work – clearly assigns responsibility for tasks and decisions with clear objectives and measures, monitor process, progress and results and designs feedback
- Strategic agility – broad knowledge and perspective, create strategies and plans with anticipation of future needs

Qualifications

- Master's level degree in Social Work or related field or equivalent experience
- Five or more years of experience in the Human Services field
- Demonstrated ability to manage and inspire a diverse work force
- Demonstrated success in tracking and reporting the provision of human services
- Demonstrated success in the strategic development of human services
- Experience managing budgets and resources
- Experience building and fostering relationships and collaboration with area agencies
- Experience and knowledge of database and spreadsheet software

Salary & Benefits: \$40,000 – \$45,000 per annum commensurate with qualifications plus benefits. This position has some special requirements including mandatory drug screening and background check.

To apply: Please submit a written letter of interest and résumé to Executive Assistant, *Ministry with Community*, 440 N. Church Street, Kalamazoo, MI 49007 or email office@ministrywithcommunity.org.

Deadline: November 30, 2012

An Equal Opportunity Employer
M/F/D/V